

APPROVED

May 17, 2005

Michigan State Administrative Board

Lansing, Michigan

May 3, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, May 3, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Jeremy Hughes, Interim Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Iris Lopez, Dan Sonneveldt, John Szczubelek, Department of Attorney General; Diana Quintero, Department of Information Technology; James Burris, Sean Carlson, Elise Lancaster, Debbie Roberts, Janet Rouse, Lisa Shoemaker, TeAnn Smith, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Kelly Villarreal, Department of Transportation; Tim Schafer, Tom Weber, Department of Treasury; Kristine Tuma, Dykema Gossett, PLLC; Jim Michelson, Simons, Michelson, Zieve

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the special meeting of April 12, 2005, and the regular meeting of April 19, 2005. The motion was supported by Ms. Wolenberg and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

Correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending March 31, 2005, and a report of investment transactions for the quarter ending March 31, 2005, in accordance with a resolution adopted by the State Administrative Board

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES, General
Schedule-County Clerk, 5/3/2005

Ms. Wolenberg moved to approve the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of April 26, 2005 and the special meeting of May 3, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held April 26, 2005, and the special meeting held May 3, 2005, be approved and adopted. Mr. Hank supported the motion and it was unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of April 27, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held April 27, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of April 27, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 27, 2005 be approved and adopted with the withdrawal of Item 34 of the regular agenda at the State Administrative Board meeting of May 3, 2005. The motion was supported by Ms. Wolenberg and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Mr. Hank and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON